



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 7, 2014

Margaret Mays  
1614 W 17<sup>th</sup> St.  
Davenport, IA 52803

Dear Margaret Mays,

This letter is in regards to the 5/6/14 compliance check of your Level B, Registered Child Development Home. Becky Kalar, DHS/Scott County Kids, accompanied me on this visit. A separate complaint summary will be written and sent to you that addresses the current reported concerns on your day care home.

Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***Safe outdoor area, front porch area needs picked up, need to put up detector for room with kidney shaped table, need 2 no smoking signs for cars, pesticide on front porch***

☐ 110.5(1)b. All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

***Pesticide located on front porch***

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

***Swing set needs anchored***

☐ 110.5(1)h Is fenced off when located on a busy thoroughfare or near a hazard.

***Working on getting fence installed***

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

***Broken hard plastic shards in yard, litter needs picked up, front porch broken glass and pesticide***

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

***Need another one for room with table***

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

***Need 2 signs for cars that are used for transportation***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

***Need to complete the training***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***T.R, J.H, Z.H, B.S- date, J.H***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***T.R, J.H, Z.H, J.H***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***T.R, J.H, Z.H, J.H***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***A.R, A.R, Y.A, J.H***

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***D.R***

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***T.R, J.H, Z.H, J.H***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***A.R, A.R, D.R, Y.A, J.H***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

***T.R, Z.H, J.H, J.H***

☐ 110.5(10) Substitutes

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

***Has not been documenting but will start***

**Suggestions for improvements/recommendations**

**(These are strictly recommendations- you are not being cited on these)**

-Fix the bottom step in the basement so tornado drills can be practiced there since this is the safest place to be in the event of a tornado.

-Place 1<sup>st</sup> Aid kits with minimum requirements (Band-Aid's, gloves, tweezers, something to clean the wound) in each vehicle used to transport the children. You indicated you bring the kit daily, but best practice would be to have one in each vehicle.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 6/23/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 6/23/14.

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).